

CITY OF WILLMAR

LABOR RELATIONS COMMITTEE MEETING 4:45 PM, WEDNESDAY, JUNE 29, 2016 CONFERENCE ROOM #1 CITY OFFICE BUILDING

AGENDA

1. Labor Committee Meeting Called to Order
2. Public Comment
3. Human Resource Director Position
 - a. City Administrator Kruse Memo (pg. 1)
 - b. Springsted HR Memo, Salary Comparison (pgs. 2-3)
 - c. Springsted HR Job Description vs Previous May 5th Version (pgs. 4-10)
 - d. Finance Director, Accounting Supervisor and Accounting Clerk Job Descriptions – HR Functions (pgs. 11-19)
 - e. City Clerk/Treasurer Job Description – HR Functions (pgs. 20-23)
 - f. Administrative Assistant Job Description – HR Functions (pgs. 24-26)
 - g. City Administrator Job Description – HR Functions (pgs. 27-29)
 - h. Administrative Services Director with City Clerk, Finance Director Job Description Changes (pgs. 30-45)
4. City Clerk/Treasurer Position
 - a. City Clerk Job Description (draft) (pgs. 46-48)
5. Assessing update – Permit Technician/Stormwater Compliance Officer CAR Report and Job Description (pgs. 49-52)
6. Adjourn